



## THE CITY OF KERRVILLE, TEXAS

Is looking for an experienced

# CITY PLANNER

### THE COMMUNITY

The City of Kerrville (Population 23,000) is located 65 miles northwest of San Antonio on Interstate Highway 10 in the heart of the Texas Hill Country. Rolling hills and sparkling spring-fed creeks that meander through the Guadalupe River Valley characterize the area. Residents proudly proclaim that Kerrville has a small town atmosphere with many amenities of a big city.

The Guadalupe River is the focal point for the City and provides a major recreational asset that is literally next to downtown. Because of the water resource, Kerrville has been a center for business and ranching since the mid-eighteen hundreds.

Well-known as a center for tourism, Kerrville has developed into a center for arts and culture. The city is home to the nationally known Museum of Western Art and the nationally recognized Kerr Arts and Cultural Center. The city is speckled with art galleries and artists workshops. Support for the arts in the community was significantly demonstrated by a gift of \$7 million that renovated the Municipal Auditorium into an award-winning performing arts center and by foundation support for the creation of the Kerrville

History Center, housing a premier genealogy society. Kerrville is an appealing retirement community as retirees are attracted to superb health care facilities such as the Peterson Regional Medical Center, a private, not-for-profit community hospital in the heart of the Texas Hill Country. In addition, Kerrville has three state-of-the-art cancer treatment centers, the Kerrville State Hospital, a facility of the Texas Department of MHMR, the South Texas Veteran's Health Care System (Kerrville VA Hospital), and a variety of medical clinics serving the area.

Schreiner University, with 1,000 students, is a co-educational liberal arts university that has been ranked as one of the top universities in the western United States. Kerrville Independent School District received a Texas Education Agency "Recognized" rating and is the only 4A or 5A district in the Hill Country or Greater San Antonio area to receive "Recognized" two years in a row. Private and parochial education opportunities include grades pre-kindergarten through high school.

For more information on the City and the area, please visit the City of Kerrville's website at [www.kerrvilletx.gov](http://www.kerrvilletx.gov).



## GOVERNANCE

The City of Kerrville operates under a home rule charter originally adopted in 1942. The City adopted the Council/Manager form of government in 1928. The City is governed by a five-member City Council, composed of a Mayor and four Councilpersons elected by place and voted on by the entire city.

### THE KERRVILLE CITY COUNCIL HAS ESTABLISHED THE FOLLOWING GOALS:

- Understand the citizens' wants and needs.
- Deliver quality municipal and public safety services in a cost effective manner.
- Be good stewards of public resources and assets through strategic planning and sound financial policies and practices that ensure fiscal sustainability.
- Plan, maintain, and upgrade public infrastructure and facilities.
- Create an economically balanced community that provides for sustainable growth and protects cultural, recreational, and natural resources.
- Engage in mutually beneficial relations with other governmental agencies.

## THE POSITION

The City Planner position is responsible for performing complex planning and design, both short and long range planning, including the development of recommendations on planning and zoning issues. The position will develop and implement routine and special projects that require research, data collection, report writing, and presentations. The position assists citizens and developers with ordinances and regulations. The City Planner will also create maps, graphics and other items for the Planning and Zoning Commission and City Council.

### EXAMPLE OF DUTIES

- Provide recommendations by researching zoning and subdivision ordinances in reference to specific developer and citizens' needs, and provide accurate information to the Planning and Zoning Commission.
- Assist in the administration of the comprehensive plan, zoning ordinance, subdivision ordinance and development process.
- Prepare findings for the Zoning Board of Adjustment, Planning and Zoning Commission, and City Council
- Research regulations and policies and aids in their revisions when necessary.
- Collect, analyze, and interpret data and summaries in report form.
- Prepare written reports and make presentations to Planning & Zoning Commission, Zoning Board of Adjustments and the City Council.
- Respond to information from management, officials, and the public.
- Assist developers, engineers, and citizens with various development related laws including, but not limited to, annexation, subdivisions, zoning, and signs.

### CURRENT BOARDS THIS POSITION IS RESPONSIBLE FOR:

Planning & Zoning  
Zoning Ordinance Input Committee (ZOIC)  
Zoning Board of Adjustments (ZBA)

This position requires quick and responsive independent decision making skills, while having a customer friendly and facilitative approach to development.





## CURRENT ISSUES

An immediate set of priorities for the City Planner to complete will be the following:

- Work with the Consultant and City Council appointed citizen group to rewrite the City's current zoning code and update/digitize the zoning map. This will require an extensive public input and presentation process.
- Update the City's Comprehensive Plan.
- Create the City's annexation plan while evaluating potential annexation areas.

## OTHER ISSUES AND CHALLENGES

- The City's subdivision code will need to be rewritten with input from all departments and Council
- Assist the Parks and Recreation Department with the rewrite of the Parkland Dedication ordinance.
- Continue to improve procedures to be more development friendly and encourage investment in the community.
- Continue to digitize all planning documents.

## CANDIDATE PROFILE

In evaluating candidates for this position, the Department Director will seek individuals having the following characteristics:

- Possession of a Bachelor's Degree from an accredited college or university in Planning, Urban Studies, Urban Planning, Architecture or a related field.
- Possession of a valid Texas Class C driver's license.
- Four years planning experience in the public sector.
- Knowledge of procedures and practices in all phases of urban planning and urban design.
- Knowledge of zoning regulations and procedures.
- Knowledge of engineering, surveying and drafting concepts and principles.
- Strong knowledge of ARC View and GIS systems preferred.
- Keeps management informed of projects/prospects.
- Customer friendly – true people person
- Excellent communication skills.
- Embraces the community culture instead of imposing personal opinions.
- Ability to work independently.
- Ability to communicate effectively, both verbally and in writing.
- Ability to read and interpret plans and drawings.
- Ability to prepare and conduct effective presentations.
- Ability to interpret Federal, State and local laws, ordinances, and guidelines.
- Ability to maintain regular and predictable attendance.





## COMPENSATION

The City of Kerrville offers a competitive salary range of \$65,000-\$75,000 annually depending on qualifications and experience. The City has a generous benefits program that includes the following:

- Medical & dental insurance for employees and dependents. The City pays up to 100% of the employee cost and if elected, from 52% - 61% of the dependent cost.
- Life insurance for employees provided by the City.
- Membership in Texas Municipal Retirement System, "TMRS". The City matches 7% employee contributions at a rate of 2:1; vesting period of five (5) years.
- Eleven (11) paid holidays annually.
- Twelve (12) paid vacation days accrued per year. Increases with years of service.
- Twelve (12) days of sick leave accrued per calendar year.
- Longevity Pay.
- Workers' Compensation Insurance subscriber.
- Voluntary enrollment in optional insurance coverage such as vision, optional life, short term disability and deferred compensation.

## APPLICATION PROCESS

Please apply online at: <http://www.kerrvilletx.gov/>

For more information on this position contact:

Kristine Day  
Deputy City Manager  
City of Kerrville  
[Kristine.Day@Kerrvilletx.gov](mailto:Kristine.Day@Kerrvilletx.gov)  
830-258-1106

The position closes February 6th.

The City of Kerrville is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## RESOURCES

**City of Kerrville**

<http://www.kerrvilletx.gov/>

**Hills Home Page**

<http://www.hillshomepage.com/>

**Kerrville Area Chamber of Commerce**

<http://www.kerrvilletx.com/>

**Kerrville Economic Development Corporation**

<http://www.kerr-edc.com/>

